

## MEMORANDUM

**DATE:** February 2, 2023

**TO:** Members of the Alexandria City School Board

**FROM:** Budget Advisory Committee  
Nancy Drane (Chair); Ryan Reyna (Vice Chair); Bridget Shea Westfall (Secretary);  
Selena el Hajji; Jenica Patterson; Bill Pfister; Lillian Vagnoni

**SUBJECT:** 2022-2023 Scope of Work

**CC:** Robert Easley, ACPS Director of Budget & Financial Systems & Reporting  
Dominic Turner, ACPS Chief Financial Officer  
Kathy Stenzel, Alexandria City Budget and Fiscal Affairs Advisory Committee

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The School Board Budget Advisory Committee (BAC) submits the following scope of work document for the School Board's review.

BAC's 2022-2023 Scope of Work will include the following:

1. *Joint Memo with City Council Budget and Fiscal Affairs Advisory Committee*

As is customary, BAC will draft a joint memo with the City Council Budget and Fiscal Affairs Advisory Committee (BFAAC) with a projected 2023 Q1 or early Q2 delivery date. As described in BFAAC's 2022-2023 Scope of Work, the memo will cover the following topics:

*CIP Affordability: BFAAC has long emphasized the need for a long-term, holistic revenue plan. During its February 2022 joint meeting, the BFAAC and School Board's Budget Advisory Committee (BAC) urged Council and School Board to commit to joint responsibility for long term financial planning (reference BFAAC FY22 Memo #6). As a follow up to that memo, and recognizing this is a capital budget review year, BFAAC and BAC will prepare for 2023 Q1 delivery a joint memo analyzing funding options to ensure slated projects for City and schools can be fulfilled and that timelines are realistic. The memo will be addressed to both Council and School Board and will address areas including constraints on bonded indebtedness; cash capital contribution levels; capital project appropriation/cash flow methodology; implementation of Project Management Institute standards; staff capacity to manage projects; and a discussion of opportunities to diversify revenue sources to support schools. The memo will also urge a recommitted shared vision between City and Schools to guide future community investment. Recommendations of the Joint Task Force and the Long-Range Educational Facilities Plan will frame the analysis.*

2. *Supplemental Memo on Community Engagement*

As the Board is aware, in June 2022 BAC delivered an End of Year Memo focused on community engagement. In this memo, available [HERE](#), BAC explored various ways ACPS could strengthen its communications and public engagement on budget-related issues. In consultation with ACPS staff and in recognizing the importance of community engagement, BAC determined that instead of pursuing a new area in 2022-2023, it would focus on the implementation of its 2021-2022 recommendations.

3. *Other Memos, as appropriate:*

As always, BAC will continue to be available to the board to address any other issues of interest, and may reach out to the board from time to time on other topics. For example, BAC is providing today a feedback memo to the board regarding the annual Community Budget Forum. BAC also hopes to provide a memo to the board drawing lessons from the City's Budget and Fiscal Affairs Advisory Committee and making recommendations to ensure the board maximizes its opportunity to leverage BAC in its budget-related work.

Finally, BAC would like to reiterate its interest in the Board's assistance in identifying additional volunteers to continue to expand its current membership. One of BAC's May 2021 recommendations stated that, "[i]f it had a full complement of members, BAC might also be utilized to solicit and synthesize public feedback on the budget and then submit it to the School Board for its consideration." We continue to need the Board's help in identifying individuals who might wish to join our efforts. The City has a structure whereby each Council members nominates a member to the BFAAC (the city's equivalent body). That type of approach would be welcomed by BAC.

BAC appreciates the School Board's support of its work and will endeavor to continue to provide the best recommendations possible on the budget and fiscal affairs of Alexandria City Public Schools. Board members are welcome to reach out to BAC with any feedback on BAC's proposed 2022-2023 Scope of Work. Chair Nancy Drane may be reached at 202-997-0294, [bac@acps.12.va.us](mailto:bac@acps.12.va.us), or [nancydrane@aol.com](mailto:nancydrane@aol.com).